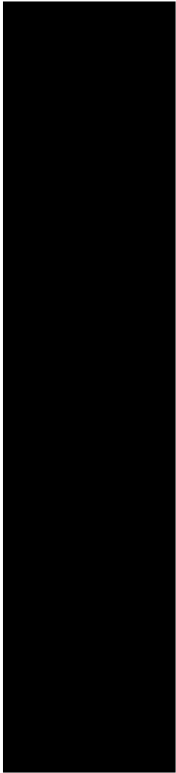



1961 5/1/61

REPETITIVE REPORTS REQUIRED TO MANAGE AND SHOW PROGRESS ON AGENCY R, M. PROGRAM

TITLE OF REPORT	PREPARED BY	SUBMITTED TO	DUE DATE	PERSON RESPONSIBLE FOR INITIATING
1. Weekly Activity	Forms Mgt. Records Center Chief, RMS	Chief, RMS " " " MS	Every Wed. " " Every Fri.	 25X1A9a
2. Monthly Statistical Summary Receipts-Disposition Records	Records Center	Chief, RMS	3rd of Month	
3. Cumulative Receipts & Dis- bursements(Records by Chart)	" "	" "	July 15	
4. No. references furnished to Hdq. Offices (Chart)	" "	" "	July 15	
5. Accomplishments & Objectives Budget	Forms Mgt. Records Center Chief, RMS	" " " " Chief, MS	July 15 July 15 Aug. 1	
6. Estimates-Training-Budget	Training O.	" RMS	July 15	
7. Review Agency Forms	Forms Mgt. Chief, RMS DD/S	" RMS " MS	July 15	
8. Agency Records Mgt. Program Accomplishments, Statistical Cost Data, etc.	Forms Mgt Records Center Chief, RMS	" RMS " " " MS	Jan. 1 " " Jan. 15	
9. Indispensable Records for Emergency Use--Rec. Mgt.	 National Archives	" RMS	June-Dec.	

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TITLE OF REPORT

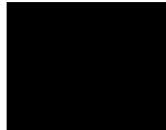
PREPARED BY

SUBMITTED TO

DUE DATE

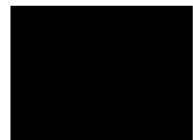
PERSON RESPONSIBLE FOR INITIATING

10. RMS Accomplishment
Hull Committee



Chief, RMS
Chief, MS

Mar - Sept.



11. Biennial Summary of
Records Holdings -
Nat'l. Archives

Chief, RMS

Aug. 1962

12. Records Inventory
Holdings-Destruction
Fiscal Year

ARO

Chief, RMS
Chief, MS

Aug. 15

ARO

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